|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student**  | **Last name(s)** | **First name(s)****Learning Agreement** **Student Mobility for Studies (Under /Master)** |  | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Gender: [Male/Female/Undefined]** | **NIF/NIE or Passport N** | **Study cycle**[[2]](#endnote-2) | **Field of education** [[3]](#endnote-3) |
|  |  |  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/Department** |  | **Erasmus code**[[4]](#endnote-4)  **(if applicable)** | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
| **Universitat Pompeu Fabra** |  |  | **E BARCELO 15** | **Ramon Trias Fargas, 25-27 08005 Barcelona** | Spain |  |
| **Receiving Institution**  | **Name** | **Faculty/ Department** |  | **Erasmus code (if applicable)** | **Address** | **Country** | **Contact person name; email; phone** |
|  |  |  |  |  |  |  |
|  | **Before the mobility** |
|  |  | ***Study Programme at the Receiving Institution*****Planned period of the mobility**[[6]](#endnote-6)**: from [month/year] ……………. to [month/year] ……………** |
| **Table A****Before the mobility** | **Component**[[7]](#endnote-7) **code**(if any) |  | **Component title at the Receiving Institution**(as indicated in the course catalogue[[8]](#endnote-8)) | **Semester**[[9]](#endnote-9)[e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent)**[[10]](#endnote-10) **to be awarded by the Receiving Institution upon successful completion** |
|   |   |  |  |  |  |
|   |   |  |  |  |  |
|   |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|   |  |  |  |  | **Total: …** |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*][[11]](#endnote-11) |
|  |  |  |  |  |  |  |  |  |  |
| The level of language competence[[12]](#endnote-12) in \_\_\_\_\_\_\_\_ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐ |

|  |  |
| --- | --- |
|   | ***Recognition at the Sending Institution***[[13]](#endnote-13) |
| **Table B****Before the mobility** | **Component code**[[14]](#endnote-14)(if any) | **Component title at the Sending Institution**[[15]](#endnote-15)(as indicated in the course catalogue) | **Semester**[[16]](#endnote-16)[e.g. autumn/spring; term] | **Number of ECTS credits (or equivalent) to be recognised by the Sending Institution**[[17]](#endnote-17) |
|   |   |  |  |  |
|   |   |  |  |  |
|   |  |  |  |  |
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|   |  |  |  | **Total: …** |
| Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*[[18]](#endnote-18) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ***Commitment***[[19]](#endnote-19)By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Student |  |  | *Student* |  |  |
| Responsible person[[20]](#endnote-20) at theSending Institution |  |  |  |  |  |
| Responsible person at theReceiving Institution[[21]](#endnote-21) |  |  |  |  |  |

**During the Mobility**

|  |  |
| --- | --- |
|   | **Exceptional changes to Table A**(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |
| **Table A2****During the mobility** | **Component code** (if any) | **Component title at the** **Receiving Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Reason for change[[22]](#endnote-22)** | **Number of ECTS credits (or equivalent)** |
|   |   |  | ☐ | ☐ | Choose an item. |  |
|   |   |  | ☐ | ☐ | Choose an item. |  |

|  |  |
| --- | --- |
|   | **Exceptional changes to Table B (if applicable)**(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) |
| **Table B2****During the mobility** | **Component code** (if any) | **Component title at the** **Sending Institution**(as indicated in the course catalogue)  | **Deleted component**[tick if applicable] | **Added component**[tick if applicable] | **Number of ECTS credits (or equivalent)** |
|   |   |  | ☐ | ☐ |  |
|   |   |  | ☐ | ☐ |  |

**After the Mobility**

|  |  |
| --- | --- |
|  | ***Transcript of Records at the Receiving Institution*** **Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table C****After the mobility** | **Component code** (if any) | **Component title at the Receiving Institution** (as indicated in the course catalogue)  | **Was the component successfully completed by the student?** [Yes/No] | **Number of ECTS credits** (or equivalent) | **Grades received at the Receiving Institution** |
|   |  |  |  |  |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total: …** |  |
|  |  |  |  |  |  |  |  |  |  |
|   | ***Transcript of Records and Recognition at the Sending Institution*****Start and end dates of the study period: from [day/month/year] ……………. to [day/month/year] …………….** |
| **Table D****After the mobility** | **Component code** (if any) | **Title of recognised component** **at the Sending Institution** (as indicated in the course catalogue)  | **Number of ECTS credits** (or equivalent) **recognised** | **Grades registered at the Sending Institution** (if applicable) |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total: …** |  |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
Erasmus codes for UPF: EBARCELO15.

Non-European partner universities do not have an Erasmus code, so leave this field blank. [↑](#endnote-ref-4)
5. **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
For administrative issues: oma.incoming@upf.edu

For academic issues: Please check contact details of each study field:
- academic mobility coordinator for outgoing students <https://www.upf.edu/web/estudiarfora/contacte>
- academic mobility coordinator for incoming students <https://www.upf.edu/web/incoming/exchange-students-academic-information>
 [↑](#endnote-ref-5)
6. Indicate the beginning and end of your mobility. Please be so accurate as possible, so that we can plan and arrange your stay. [↑](#endnote-ref-6)
7. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. In this field, indicate **course code** at **RECEIVING** institution. [↑](#endnote-ref-7)
8. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

In this field, indicate **course title** at **RECEIVING** institution, according to UPF website: <https://www.upf.edu/web/incoming/exchange-students-academic-information> [↑](#endnote-ref-8)
9. Indicate the term in which the course will be taken. [↑](#endnote-ref-9)
10. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. Indicate the **number of ECTS credits** that will be obtained as a result of the course. [↑](#endnote-ref-10)
11. It is not necessary to fill in this field. If you need to check the Bachelor and Master course offer, check the following link:

UPF Bachelor courses <https://www.upf.edu/incoming/es/exchange/undergraduate.html> [↑](#endnote-ref-11)
12. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
In this field, indicate language of instruction and your level. [↑](#endnote-ref-12)
13. Consult your academic tutor when filling table B. The mobility cannot be undertaken unless courses studied during mobility will be recognized by the sending institution**.** [↑](#endnote-ref-13)
14. Indicate **course code at SENDING** institution. [↑](#endnote-ref-14)
15. **Indicate course title at SENDING institution.** [↑](#endnote-ref-15)
16. Indicate the **semester/term** in which the course will be **recognized**. [↑](#endnote-ref-16)
17. Indicate the **number** of **recognized credits** **using the** **credit system** at the **SENDING** institution. [↑](#endnote-ref-17)
18. It is not necessary to fill in this field. It is up to the **SENDING** institution to **apply penalty**, if any, for **not completing the courses** during the mobility. [↑](#endnote-ref-18)
19. It is very important to have the “Commitment” table fully filled in and signed, otherwise the application will not eligible. [↑](#endnote-ref-19)
20. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Contact details of academic mobility coordinators: <https://www.upf.edu/international/contact/advisers.html>

For non-European partner universities: your academic tutor (e.g. Director of Bachelor Programme) should sign in this field. The International Office can also sign on their behalf, provided they have the agreement of the academic tutor. [↑](#endnote-ref-20)
21. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-21)
22. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

|  |  |
| --- | --- |
| ***Reasons for deleting a component*** | ***Reason for adding a component*** |
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
| 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
| 3. Timetable conflict | 7. Other (please specify) |
| 4. Other (please specify) |  |

 [↑](#endnote-ref-22)